



## United States Consulate – American Presence Post for Western France

30, quai Duguay – Trouin

35000 Rennes, France

Email : [usarennes@state.gov](mailto:usarennes@state.gov)

[www.facebook.com/usdos.rennes](https://www.facebook.com/usdos.rennes)

Consulate web site: <http://rennes.usconsulate.gov>

Embassy web site: <http://france.usembassy.gov/service.html>

## MINOR PASSPORT RENEWAL

### *Passport Renewal Applications for all minors under age 16*

- All applicants under age 16 **MUST** appear in person.
- **Both parents** must be present to sign the application before a Consular Officer.
- If only one parent can accompany the child, a signed, notarized Form DS-3053, Statement of Consent and a copy of their official photo ID is required.

**What you need to bring to the appointment:** (see the following pages for instructions and details)

- ☐ Completed Application for a U.S. Passport - Form DS-11 (please fill out prior to the appointment BUT DO NOT SIGN IT) : ([http://travel.state.gov/passport/forms/ds11/ds11\\_842.html](http://travel.state.gov/passport/forms/ds11/ds11_842.html))
- ☐ Applicant's U.S. **social security number** filled out on the passport application. If you do not have a social security number, please enter 000-00-0000. You may also bring the social security number application form: (<http://www.ssa.gov/online/ss-5fs.pdf>)
- ☐ A self-addressed Chronopost France Métropolitaine envelope
- ☐ One U.S.-sized passport photo
- ☐ Current U.S. Passport
- ☐ One of the following:
  - ☐ Certified Birth Certificate (showing both parents' names) issued by the city, county or state if your child was born in the United States;
  - ☐ Consular Report of Birth Abroad or Birth Certificate if your child was born abroad;
  - ☐ Naturalization Certificate;
  - ☐ Certificate of Citizenship.
- ☐ Identification of Parent(s)/Guardian(s) (and/or parental consent if only one parent accompanies the child)
- ☐ Major credit card to pay the passport fee of \$105.

Once we have the complete passport application, it takes approximately **two to three weeks** for you to receive your new 5-year passport.

## Additional Guidance and Instructions for Minor Passport Renewal

- **Complete and Submit Form DS-11: Application for a U.S. Passport**  
[http://travel.state.gov/passport/forms/ds11/ds11\\_842.html](http://travel.state.gov/passport/forms/ds11/ds11_842.html)) Make sure that all entered information is complete and correct before printing. Include emergency contact information and Social Security Number.
  - Completing Form DS-11 online: Print the completed form using black ink on one-sided pages.  
 Completing Form DS-11 by hand: Use black ink and print legibly. Illegible applications may delay application processing time.
  - Note: online version of the passport application form provides instructions for use in the United States, which do not apply to your application in France. Please follow the instructions provided here.
  - **DO NOT SIGN** Form DS-11 until you are instructed to do so by a Consular Officer.
- **Provide your U.S. Social Security Number on form DS-11:**
  - If you **do not have a social security number** you may download and complete the form SS-5 before the appointment (<http://www.ssa.gov/online/ss-5fs.pdf>)
- **Provide a self-addressed Chronopost France Métropolitaine envelope for the return of the passport**
  - All passports are returned by Chronopost envelope, which guarantees faster and more secure return of your minor's passport. Chronoposts may be purchased at any French post office.
- **Provide One Passport Photo:** submit one U.S. [passport size photo](#)
  - Please read and follow the instructions provided in this link for detailed photo guidance: (<http://france.usembassy.gov/root/pdfs/cs-france-photo-and-list.pdf>)
  - One (1) unsigned, color photograph, taken within the past six months.
  - Photograph background must be white or off-white. Square image, exactly 2 x 2 inches (5 x 5 centimeters).
- Submit one of the following:
  - **Certified Birth Certificate** (showing both parents' names) issued by the city, county or state if your child was born in the United States;
  - **Consular Report of Birth Abroad or Birth Certificate if your child was born abroad;**
  - **Naturalization Certificate;**
  - **Certificate of Citizenship.**

Note: A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within one year of your birth. Please note that some short (abstract) versions of birth certificates may not be acceptable for passport purposes.

You may order a [certified birth certificate online](http://www.vitalchek.com) (<http://www.vitalchek.com>) or write to one of the offices of the [National Center for Health Statistics](http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm) (<http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>)
- Submit the **current U.S. Passport**

- **Identification of Parent(s)/Guardian(s)**

**Both parent(s)/guardian(s) must present acceptable identification at the time of application. EITHER:**

- ☐ Previously issued, undamaged U.S. or foreign passport;
- ☐ Naturalization Certificate;
- ☐ Valid U.S. Driver's License;
- ☐ Current Government Employee ID (city, state or federal);
- ☐ Current U.S. Military ID (military and dependents).

- **Provide Parental Consent if only one parent accompanies the child**

If only one parent accompanies the child, the non-applying parent must submit a [notarized Form DS-3053, Statement of Consent: Issuance of a Passport to a Minor Under Age 16](http://travel.state.gov/passport/forms/ds3053/ds3053_846.html) ([http://travel.state.gov/passport/forms/ds3053/ds3053\\_846.html](http://travel.state.gov/passport/forms/ds3053/ds3053_846.html)), and a copy of his/her identification, i.e., passport, driver license.

**Important Note:** The written consent from the non-applying parent that accompanies an application for a new passport must be less than 3 months old. New written consent from the non-applying parent must be obtained and submitted with any future passport application for the minor under age 16.

1. One parent appears and signs and submits the non-appearing parent's signed, **notarized** form DS-3053 "[Statement of Consent: Issuance of a Passport to a Minor Under Age 16](http://travel.state.gov/passport/forms/ds3053/ds3053_846.html)" which authorizes passport issuance for the child, together with the non-appearing parent's signed photo identification (copy or original document). The non-appearing parent's signature may be certified by U.S. notary public, a French notaire or maire **or**;
2. One parent with sole legal custody, or a third party (in Loco Parentis applying on behalf of a minor under the age of 16) must refer to the State Department webpage entry [Provide Parental Consent](#) (Step 7) for necessary, mandatory documentation.

**Note:** For one parent (with sole legal custody) – if none of the documentation in Step 7 of the State Department website page concerning [Parental Consent](#) is available, the applying parent must submit [Form DS-3053](#) stating why the non-applying parent/guardian's consent cannot be obtained.

- **Passport Fee \$105 – We only accept payment by major credit cards** - charged in U.S. dollars. Cash and checks are not accepted. To find the equivalent in Euros, please refer to this table for the [Embassy's exchange rates](http://france.usembassy.gov/ucs_exchangerate-ar.html) ([http://france.usembassy.gov/ucs\\_exchangerate-ar.html](http://france.usembassy.gov/ucs_exchangerate-ar.html))